

**The Director of Christian Education Internship Program  
Concordia University Chicago**

Congregational Agreement

\_\_\_\_\_ of \_\_\_\_\_  
Congregation City State

hereby agrees to enter into a cooperative agreement with Concordia University Chicago to become a teaching parish, thereby obtaining the services of a Director of Christian Education (DCE) intern for the 20 \_\_\_\_ -20 \_\_\_\_ academic year. This internship is to last for a period of 12 months unless otherwise agreed to by the University and the congregation.

**As the host congregation we agree to provide:**

- a rich and varied set of experiences for the intern and to have the intern gradually assume a more complex and diverse range of responsibilities.
- the support, encouragement, and supervision needed to insure this DCE-in-training's growth as a parish professional and a Commissioned Minister of the LCMS.
- the remuneration for the DCE intern and Concordia University as outlined on the Intern Financial Agreement Form.
- a written job description for the intern as well as the information requested in the Application Form.
- the money needed to underwrite the travel and expenses of the congregation's DCE intern supervisor as s/he attends the Supervisor/DCE Intern Orientation Meeting at Concordia University Chicago.

**We understand that Concordia University Chicago will:**

- be responsible to screen, assign, orient, and grade the work of the DCE intern.
- conduct a visit of the congregation to determine its feasibility as an intern site.
- host an Orientation Meeting on campus for the parish supervisor and the DCE intern.
- arrange for two on-site supervisory visits during the course of the internship.
- support the DCE intern throughout the year via various means of contact.
- have the DCE Program Coordinator available for consultation with the pastor and lay leaders regarding an issue that requires University clarification, intervention, discipline, encouragement, or termination of the internship.
- have the final decision regarding the termination of the internship.

For the **Congregation:**

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Pastor

Date

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Congregational Officer

Date

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Youth or Education Board Chair

Date

For **Concordia University Chicago:**

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DCE Program Director

Date

**Once completed, please print, sign and date, and send or fax to:**

Debbie Arfsten  
7400 Augusta Street  
River Forest, IL 60305-1499  
Fax: (708) 209-3246

If there are additional questions or comments, please contact Debbie at:  
Phone: (708) 209-3604  
Email: [Debra.arfsten@cuchicago.edu](mailto:Debra.arfsten@cuchicago.edu)